

MADERA COUNTY

LICENSED VOCATIONAL NURSE I LICENSED VOCATIONAL NURSE II

DEFINITION

Under supervision (Licensed Vocational Nurse I), or general supervision (Licensed Vocational Nurse II), to perform a variety of nursing services in support of public and mental health programs and services; to assist with the planning and conduct of clinics; to do related work as required.

SUPERVISION EXERCISED

Licensed Vocational Nurse I

Exercises no supervision.

Licensed Vocational Nurse II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Licensed Vocational Nurse I – This is the entry level in the Licensed Vocational Nurse class series. Incumbents are expected to be licensed or certified. Positions at this level usually perform most of the duties required of the positions at the Licensed Vocational Nurse II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Licensed Vocational Nurse II – This is the full journey level in the Licensed Vocational Nurse class series. Job assignments require the ability to provide vocational nursing services with minimal guidance and supervision. Positions at this level are distinguished from the Licensed Vocational Nurse I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Licensed Vocational Nurse II level are normally filled by advancement from the Licensed Vocational Nurse I level. When filled from the outside, the employee is required to have prior related experience; which allows the employee to meet the qualification standards for the Licensed Vocational Nurse II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with the planning and conduct of clinics; loads supplies and equipment and sets up facilities for clinics; disseminates educational information; performs basic health assessments and tests; gives injections; maintains and updates health and clinic records; cleans up after completion of clinics; may perform home visits; telephones participants to verify status; records lab work data into medical records; takes and records medical histories; consults with other nursing and medical staff regarding identification of medical problems and assistance with providing nursing care; forwards written test results; assists with local community contacts for participation in health programs and services provided by the County; attends meeting and conferences for development of nursing information and skills; completes required reports for other governmental agencies.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Licensed Vocational Nurse I

Knowledge of:

Current trends and practices in nursing.
Conduct of clinics.
Preventative medicine techniques.

Skill to:

Operate a motor vehicle safely.

Ability to:

Learn principles, methods, and procedures of nursing as applied to a variety of health and mental health needs and practices.
Learn to perform a wide variety of nursing services.
Assist with the conduct of clinic services.
Assist with sick call at County correctional facilities.
Provide information to others on proper health practices.
Gather information and prepare a variety of reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

No experience is necessary.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized course work in nursing related sciences.

License or Certificate:

Possession of a valid license to practice as a Licensed Vocational Nurse or Psychiatric Technician in the State of California.

Possession of, or ability to obtain by date of appointment, a valid California driver's license issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, and infectious diseases; ability to travel to different sites and locations.

Licensed Vocational Nurse II

In addition to the qualifications for Licensed Vocational Nurse I:

Knowledge of:

Principles, methods, and procedures of nursing as applied to a variety of health needs and practices.

Ability to:

Perform a wide variety of nursing services.

Effectively represent the Department to the public, community organizations, and other governmental agencies.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience in providing nursing services comparable to a Licensed Vocational Nurse I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work in nursing related sciences.

License or Certificate:

Possession of a valid license to practice as a Licensed Vocational Nurse or Psychiatric Technician in the State of California.

Possession of, or ability to obtain by date of appointment, a valid California driver's license issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

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